| Component      | Cost Calculations   | Total |
|----------------|---|-------|
| 1. Labor       | Enter the hourly wage of lowest paid employee capable of  |       |
| Costs- Search, | performing the search, location, and examination  |       |
| Location, and  | \$ per hour   |       |
| Examination    |   |       |
| of Records     | Multiply the wage by the fringe benefit multiplier (maximum   |       |
|                | of 50% of the hourly wage); OR, if the requested information  |       |
|                | is available online and the requestor requests the documents  |       |
|                | to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost)              |       |
|                | may exceed 50% (not to exceed actual cost)  |       |
|                |   |       |
|                | Multiply the hourly wage times the fringe benefit multiplier  |       |
|                | \$ x 1 = \$   |       |
|                |   |       |
|                | If stipulated by the requestor, add the hourly overtime wage  |       |
|                | increment (but not include in the calculation of fringe benefit   |       |
|                | costs)  |       |
|                | \$+ = \$  |       |
|                | Divide the resulting hourly wage by four (4) to determine the   |       |
|                | charge per fifteen (15) minute increment  |       |
|                | \$/4=\$   |       |
|                |   |       |
|                | Number of 15 minute increments (partial time increments   |       |
|                | must be rounded down) multiplied by the permitted rate  |       |
|                | \$x \$=\$   | \$    |
| 2. Employee    | If performed by the public body's employee:   |       |
| Labor Costs -  | in pulle oddy b employee.   |       |
| Redaction      | Enter the hourly wage of the lowest paid employee capable of  |       |
|                | performing the reduction  |       |
|                | \$ per hour   |       |
|                | Multiply the week by the first hands  |       |
|                | Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage) OR, if the requested information |       |
|                | is available online the requestor requests the documents  |       |
|                | provided in another format, the fringe benefit multiplier may   |       |
|                | exceed 50% (not to exceed actual cost)  |       |
|                | %   |       |
|                |   |       |
|                | Multiply the hourly wage times the fringe benefit multiplier  |       |
|                | ¢1 _ ¢  |       |
|                | \$x 1=\$  |       |
|                |   |       |

|               | If stipulated by the requestor, add the hourly overtime wage   |    |
|---------------|--|----|
|               | increment (but do not include in the calculation of fringe   |    |
|               | benefit costs)   |    |
|               | \$+=\$   |    |
|               | A STATE OF THE STA |    |
|               | Divide the resulting hourly wage by four (4) to determine the  |    |
|               | charge per fifteen (15) minute increment   |    |
|               | \$ /4=\$   |    |
|               |  |    |
|               | Number of 15 minute increments (partial time increments  |    |
|               | must be rounded down) multiplied by the permitted rate   |    |
|               | x \$ = \$  | \$ |
|               |  | Ψ  |
| 2. Contracted | If performed by Contracted Labor (only permitted if the  |    |
| Labor Costs - | public body does not employ a person capable of redacting  |    |
| Redaction     | the records as determined by the FOIA Coordinator):  |    |
|               |  |    |
|               | Name of person or firm contracted:   |    |
|               | •  |    |
|               |  |    |
|               | Enter the hourly rate charged by the contractor (may not   |    |
|               | exceed six (6) times the State minimum wage (i.e.  |    |
|               | \$8.15x6=\$48.90)  |    |
|               | \$ per hour  |    |
|               | Φpor nour  |    |
|               | Divide the hourly rate by four (4) to determine the charge per   |    |
|               | fifteen (15) minute increment  |    |
|               | \$ /4=\$   |    |
|               |  |    |
|               | Number of 15 minute increments (partial time increments  |    |
|               | must be rounded down) multiplied by the permitted rate   |    |
|               | x =  | \$ |
|               |  |    |
| 3. Non-Paper  | Actual and most reasonably economical cost of:   |    |
| Physical      | Indian. No Water in Court In Court   |    |
| Media         | Flash Drives \$ x number used = \$   |    |
|               |  |    |
|               | Computer Disks \$ x number used = \$   |    |
|               |  |    |
|               | Other Media \$ x number used = \$  | \$ |
|               |  |    |
| 4. Paper      | Actual total incremental cost of duplication (not including  |    |
| Copies        | labor) up to a maximum of 10 cents per page:   |    |
|               | I (0.1/2) 1110   |    |
|               | Letter paper (8 ½" x 11")  |    |
|               | number of sheets $\underline{} x \$0. \underline{} = \$\underline{}$   |    |

|  | Legal paper (8 ½" x 14")   |    |
|--|--|----|
|  | number of sheets x \$0 = \$  |    |
|  | Actual cost of other types of paper:   |    |
|  | Type of Paper: = \$  |    |
|  | Type of Paper: = \$  | \$ |
| 5. Labor Cost  - Duplication                 | Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital  |    |
| Copying, and Transferring                    | records to non-paper physical media  \$ per hour   |    |
| records to<br>non-paper<br>physical<br>media | Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor requests the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) |    |
|  | Multiply the hourly wage times the fringe benefit multiplier  \$ x 1 = \$  |    |
|  | If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)   |    |
|  | \$+=\$   |    |
|  | Divide the resulting hourly wage by to determine the charge per () minute increment \$ / 4 = \$  |    |
|  | Number of minute increments (partial time increments must be rounded down) multiplied by the permitted rate x \$ = \$  | \$ |
| 6. Mailing                                   | Actual cost of mailing records in a reasonable and economical manner:  Cost of mailing: \$   |    |
|  | Cost of mailing: \$  Cost of least expensive form of postal delivery confirmation:  \$   |    |

|                           | Cost of expedited shipping or insurance only if specifically stipulated by the requestor:  \$   | \$  |
|---------------------------|---|-----|
|                           | Subtotal  | \$  |
| Waivers and<br>Reductions | Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the City of Albion's procedures and guidelines.  Any amount determined by the City of Albion due to the search and furnishing of the Public Record determined to be in the public interest. \$  The reduction amount due to the late response of the Public Body. 5% of fee x days late =% reduction (maximum reduction is 50%) | -\$ |
| Deposit                   | Subtract any good-faith deposit received: \$  | -\$ |
|                           | Total Due   | \$  |